

DANTES MATERIALS & PUBLICATIONS ORDERING PROCESS OVERVIEW

To enhance demand-driven and customer-responsive procurement and efficient distribution of DANTES materials and publications; DANTES adopts the following processes:

1. **Annual Catalog.** DANTES provides authorized ordering centers (Military Ed Centers with DANTES ID#, TCOs, SFACs, etc.) access to a catalog of products. The catalog lists the item name, a brief description, the DANTES Stock #, link to electronic sources (if available), and other pertinent information.
2. **Acknowledge Requirements.** Once a year, ordering centers are prompted by DANTES to project their annual material and publication requirements and place an order based on this projection. Negative replies are also required.
3. **Procurement Analysis.** DANTES collects orders and analyzes them based on budget restraints and pre-set limits. Adjustments to quantities requested may be required.
4. **Procurement.** DANTES orders requested materials and publications from source providers, publishers, and vendors, and awaits delivery to the DANTES Distribution Center.
5. **Distribution.** As materials arrive, they are distributed according to orders. *Ordering centers must plan ahead to ensure adequate storage space is available for quantities ordered.*
6. **Out-of-Cycle Orders.** Ordering centers should contact DANTES refpubs@navy.mil if a need for materials outside the annual ordering window arises. Extra materials are stocked on a limited basis and may not be available out-of-cycle.